

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 08-046

OPENING DATE: 15 February 2008

CLOSING DATE: 17 March 2008

ANTICIPATED FILL DATE: 27 Apr 08

POSITION TITLE AND NUMBER

Plans and Operations Assistant (7 pos.)
PDCN 70690000, MD # 1422-740L

UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-J3-EOC, NCNG
Raleigh, North Carolina

GRADE AND SALARY (Includes Locality Pay of 16.18%)

GS-0303-07 \$38,006.00 - \$49,403.00 per annum

EMPLOYMENT STATUS

Excepted Service

Individual may be required to work a varied night shift and will be entitled to an additional Pay

WHO CAN APPLY: The area of consideration for this announcement is **STATEWIDE**. Applications will only be accepted from current employees of the North Carolina National Guard with a permanent Excepted Appointment, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is **required** that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

QUALIFICATION REQUIREMENT: Must have twelve months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. The application or resume must reflect the required twelve months experience. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants **must** address each KSA individually in paragraph format by explaining any civilian and military work experience *(with inclusive dates that reflect twelve months of specialized experience for GS-07)* that provided that KSA. It is **required** that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call **1-800-621-4136 ext. 6172/6431**.

1. Knowledge of and skill in applying an extensive body of Federal, state and public sector, regulations, methods, and procedures to perform a wide variety of joint operation center assignments and to handle a wide range of problems and situations.
2. Knowledge of the mission, organization structure, and the role other agencies play in the successful completion of the Joint Operations Center.
3. Skill and ability to perform work and function effectively during periods of high stress. Requires skill during these high stress/emergency periods to: analyze and evaluate a variety of events/occurrences that require making instantaneous decisions; setting priorities and exercising judgment in resolving events; recording pertinent data.
4. Ability to provide, effective communication, both orally and in writing, in order to provide factual and concise information to a wide range of personnel and organizations as to current events and status of the Joint Operations Center.
5. Knowledge of, and skill in using, a variety of communication devices, both voice and data, for receipt and delivery of information essential in executing the mission.
6. Knowledge of and skill in maintaining security of all classified information to include voice communications and hardcopy materials, as well as security of the joint operations center facility.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina National Guard (NCNG). NCNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for reassignment/promotion until they occupy a compatible MOS in the NCNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

SECURITY CLEARANCE: Must be able to obtain an Interim Secret Clearance.

MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in the NCNG is mandatory. (MOS: Immaterial)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Assists in the management and daily operations of the Joint Operations Center. Establishes and maintains cooperative working relationships with Federal, state and public agencies and military units within the state. Obtains and/or exchanges information pertinent to emergency support plans and activities of mutual interest or major concern. Evaluates, analyzes and disseminates information of interest to the JOC Manager, Adjutant General or his staff. Takes calls from Federal, state and the public on exchange of information and records all pertinent data. Relays information through various communications equipment to appropriate personnel. Notifies other agencies concerning the call as necessary. Records action taken, equipment assigned and other pertinent information in various databases. Monitors radio communications of law enforcement officers, fire department, and emergency operations. Examines, analyzes and interprets data from a variety of resources, i.e., interrelated electronic monitoring instruments, visual displays, area maps, news reports, and electronic mail to detect conditions of the area, either normal or abnormal. Maintains log records of activities occurring during the shift as a source of information for production reports, and operation efficiency status. Establishes, maintains and keeps updated the resources and operational functions/readiness of all JOC equipment once per shift. May participate with the JOC Manager in briefing key staff members on significant emergency situations and providing situational assessments requiring response and recommendations for appropriate action. Establishes priority of actions based on a variety of situations, and uses judgment when appropriate. In a minimum of time and without error, employee must be able to copy, validate, process, and relay the message to appropriate personnel. During joint forces exercises or actual emergencies, serves as a member of the JOC emergency response team to provide support to either the Federal, state or public operations. Will perform various tasks, such as activating the JOC, exchanging information with other emergency response agencies, coordinating data collection and reporting, coordinating with field personnel, preparing briefings or situation reports, etc. Ensures all classified documents are properly prepared, reproduced, distributed and stored. Controls COMSEC information, material, and devices and is responsible for receipt, inventory, storage, issue, protection and destruction. Maintains overall security of the Joint Operations Center and performs entry control and escort procedures during assigned shift. Performs a wide variety of administrative services. Conducts studies to determine requirements for communication devices, office automation hardware and software. Ensures required publications are readily available. Types a variety of narrative and tabular correspondence from rough drafts and corrected copies. These items include forms, reports, statistical material, charts, etc. Uses a variety of automated systems in the office environment to store/retrieve/manipulate data with word processing, database management, spreadsheet and graphics software packages. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. Relocation expenses for current federal employees may not be paid. Applicants will be advised in writing at the interview. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

DISTRIBUTION:

A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1